

Appendix 8B

Miscellaneous guidelines and instructions

This appendix contains the following attachments:

8.2A Policy for issuing locks and tags

Attachment 8.2A

Policy for issuing locks and tags

1. Policy and procedures

This attachment is JSC's policy issuing LO/TO locks, LO/TO tags and energy control tags, which will be called "equipment." Issuing LO/TO equipment will be as follows:

- a. The JSC LO/TO center issuer (LO/TO-CI) issues the equipment. The JSC LO/TO-CI is provided by the Safety and Test Operations Division, mail code NS. The LO/TO-CI will issue equipment to designated contractor safety representatives or their designee (such as a shift supervisor), whose organization conducts LO/TO operations at JSC, Ellington Field, or the Sonny Carter Training Facility.
- b. As a designated contractor safety representative, you must submit the normal request for LO/TO equipment to the LO/TO-CI for the amount of equipment that you expect your organization would normally need to conduct LO/TO operations. Request forms are available from the LO/TO-CI. The LO/TO-CI will process requests during daytime work hours.
- c. The LO/TO-CI will issue equipment to the contractor requestor and maintain a record of the equipment issued. If additional equipment is needed by the contractor after normal work hours (i.e., nights, weekends, or holidays), you—as a contractor safety representative—or your designee (shift supervisor) can get equipment on an emergency basis from the on-duty Fire Protection Specialist (temporary center issuer) at Building 25. If the on-duty Fire Protection Specialist is not available at Building 25, you will find a telephone number (security dispatcher) and instructions on the LO/TO equipment storage locker to contact the Fire Protection Specialist, who will return to the site and issue the equipment.
- d. Ellington Field and Sonny Carter Training Facility will also have an inventory of equipment available during normal work hours. As the designated contractor safety representative, you must maintain the inventory and be responsible for issuing equipment during normal hours for scheduled LO/TO work including work scheduled for non-normal hours. If emergency work or work not previously scheduled requires additional equipment, you or your designee must get additional equipment from the Fire Protection Specialist (temporary center issuer) at JSC.

2. Responsibilities

- a. As the **LO/TO-CI**, you are responsible for:
 - Submitting purchase orders for LO/TO equipment as needed to maintain a working inventory.
 - Issuing LO/TO locks, LO/TO tags, and energy control tags (equipment) during normal work hours.
 - Maintaining a record of the equipment issued.

Attachment 8.2A
Policy for issuing locks and tags (cont.)

- Making sure an adequate amount of replacement equipment is available at JSC, Ellington Field, and Sonny Carter Training Facility by contacting the designated safety representatives periodically.
- b. As a ***Fire Protection Specialist (Temporary LO/TO Issuer)***, you are responsible for:
- Assuming the duties of the LO/TO-CI during his or her absence, after normal hours, on weekends, and on holidays.
 - Issuing equipment as needed on an emergency basis and recording the issue.
- c. As a ***Designated Safety Representative***, you are responsible for:
- Determining the realistic amount of LO/TO equipment that your organization will need.
 - Obtaining the determined amount of equipment from the LO/TO-CI and issuing it as needed to your organization involved in LO/TO operations. Whenever possible, contact the LO/TO-CI in advance to ensure that an adequate supply of equipment will be on hand to meet your request, and request your replacement equipment as needed from the LO/TO-CI.
 - Supporting JSC annual inventories and periodic audits of the JSC LO/TO program as required by JSC implementation of 29 CFR 1910.147.